2/14/13 Job Bulletin



STATE OF COLORADO invites applications for the position of:

Tax Auditor II-00S Chicago

A residency waiver has been granted for this announcement. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: REVENUE AGENT II

LOCATION: Other - Outside of, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Chicago, Illinois

SALARY: See Position Description

SALARY NOTE: Although the full salary range for this position is provided, appointments are

typically made at or near the range minimum.

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 02/05/13

CLOSING DATE: 02/28/13 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



The Department of Revenue includes approximately 1,600 employees located throughout Colorado performing functions as varied as tax auditing, tax collection, taxpayer assistance, issuing driver licenses and motor vehicle titles, marketing lottery products, enforcing liquor laws, and regulating the Gaming, Horse Racing, Medical Marijuana, and the Auto Industry. Our employees are hard working and we strive to provide efficient and effective service to the citizens of Colorado.

The Department of Revenue also offers:

- Job security
- Distinctive career advancement opportunities throughout the State system
- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan, PERA Defined Contribution Plan, State Defined Contribution plan plus 401K and 457 plans
- Medical and dental health plans

2/14/13 Job Bulletin

- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off
- Excellent work-life programs, such as flexible work schedules, training opportunities and more

DESCRIPTION OF JOB:

NOTE: The salary range for this position is \$4,508-\$6,505. Appointments are typically made at or near the range minimum before discretionary Cost of Living Adjustments (COLA).

There are currently two Tax Auditor II-OOS (Revenue Agent II) vacancies in Chicago, III. These positions work as out-of-state agents in training to conduct applicable detailed audit procedures, including developing of sampling methods to satisfy audit objectives; guiding the conduct of the audit; and creating and supporting audit findings; independently analyze taxpayer information; determine the correct tax liability, penalty and interest due; and interpret and ensure compliance with applicable Colorado statutes, rules, regulations, departmental policy and guidelines and professional auditing and accounting standards. Work is conducted primarily at the taxpayers location. The work also includes recommending proposed tax adjustments and jeopardy assessments and, when necessary, researching legal tax issues and developing arguments to substantiate agency position(s); disseminating information to promote voluntary tax compliance; advising taxpayers, their representatives, and industry groups on tax laws and their rights; and directly representing the agency to corporate controllers, legal counsel, financial auditors, and CPA's. The work also involves preparing various reports reflecting specialized tax issues and problems; and other activities to ensure the state receives its share of tax and other revenues.

*Once training in Colorado-specific processing and taxation attributes has been successfully completed and the minimum qualifications are met, the position would be eligible for promotion to the next higher level. Positions should not remain in the Revenue Agent II class indefinitely.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT: Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's degree which must have included 27 semester hours in accounting coursework; and two years of professional tax auditing experience (The acceptable coursework may include coursework in auditing. No more than three semester hours in accounting-related computer and information systems may be counted towards this requirement).

Professional Tax Auditing experience is defined as any combination of the following:

- Professional experience conducting/performing tax audits on or for government (federal, state, local) entities
- Professional experience conducting/performing tax audits on or for corporate entities
- Professional experience auditing financial statements used in the preparation of corporate tax returns of multi-state and/or multinational corporations whose annual sales exceed \$10 million

Substitutions:

Work experience in the occupational field or specialized subject area directly related to the assignment that provided the same kind, amount, and level of knowledge acquired in the required education may substitute on a year-for-year basis for the Bachelor's degree. A Bachelor's degree in Accounting or a CPA certificate may substitute for the required Bachelor's degree and 27 semester hours of accounting coursework.

A Master's or Doctoral degree from an accredited college or university in a field of study directly related to the assignment may substitute for the Bachelor's degree and one or two years, respectively of the professional tax auditing experience.

Necessary Special Requirements:

After appointment, must reside in the State of appointment and must possess a valid driver's license issued by the State of residence (Motor Vehicle records must be submitted during the interview process); must be able to lift approximately 25 pounds on a regular basis and occasionally lift up to 50 pounds; must be able to pass a thorough background investigation and tax check, and provide own transportation.

DOR REQUIRED SKILLS & COMPETENCIES: Competencies required for all DOR positions include good communications skills (both

2/14/13 Job Bulletin

oral and written), interpersonal skills, the ability to multi-task, the ability to work with confidential information, the ability to work in high-stress environments, and the demonstrated ability to assist customers in an effective, efficient, and elegant manner.

The following are conditions of employment with the Colorado Department of Revenue:

- 1. All employees must be current with their Income Tax filings and payments with the State of Colorado. This includes successfully passing a pre-employment evaluation of your tax records/accounts.
- 2. Applicants must agree to provide reference information and sign a waiver of liability in order to be considered for DOR jobs.
- 3. All DOR positions require successful completion of a background investigation prior to appointment. Background checks may include criminal, financial, traffic, civil, education, and/or experience checks or any other checks related to the assignment. Movement within the department to a different position may be cause for requiring additional background checks. Refusal to participate in the background check process will disqualify a person from employment with DOR. In addition, false, incomplete or inaccurate information, including failure to disclose a material fact during this process, may be grounds for disqualification from employment and/or your name being removed from the eligible list.
- 4. Department of Revenue employees are prohibited from "...exercising any regulatory control over any organization at which the employee was formerly employed or associated for a period of three years from the employee's last employment with such organization..." Prior employment, as it may be covered by this policy, will be considered in the hiring process.
- 5. Effective January 1, 2005, newly hired employees should be aware that employment with a state government employer offering public pension plans may cause a potential reduction of future Social Security benefits. The Department of Revenue is such an employer.
- 6. Employees in positions designated as overtime eligible under FLSA provisions (non-exempt), must be willing to accept compensatory time off in lieu of cash compensation for overtime work performed.

SUPPLEMENTAL INFORMATION:

Please note that you must respond to the supplemental questions in order for us to accurately determine if you meet the minimum requirements for this position.

*The exam for this position will be a Training and Experience Narrative.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Applicants are strongly encouraged to apply on-line. However, if NOT applying on-line, applications may be faxed to 303.866.3718. We are not responsible for problems with faxed applications. It is the applicant's responsibility to ensure their application materials are received on time. As such, it is recommended that applicants apply on-line by the CLOSING DATE and TIME.

DEPARTMENT CONTACT INFORMATION:

Angelita M. Sims 303.866.2106 angelita.sim@state.co.us H8K3XX/02:13/012

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this

2/14/13 Job Bulletin

> announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.colorado.gov/jobs

Position #TAA-00165-02/13 TAX AUDITOR II-OOS CHICAGO

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Tax Auditor II-00S Chicago Supplemental Questionnaire

- * 1. Do you have professional experience conducting/performing tax audits on or for government (federal, state, local) entities? If yes, please detail your experience.
- * 2. Do you have professional experience conducting/performing tax audits on or for corporate entities? If yes, please detail your experience.
- * 3. Do you have professional experience auditing financial statements used in the preparation of corporate tax returns of multi-state and/or multinational corporations whose annual sales exceed \$10 million? If yes, please detail your experience.
- * Required Question